

Introduction

Welcome to the Meridian Administration Tools (MAT) system. The MAT system provides the Meridian 1 system administrator with tools to maintain and update the Meridian 1 switch. The MAT system consists of MAT Common Services and several MAT applications, each of which provides specific system management capabilities.

This user guide describes the MAT Common Services. Separate user guides describe each MAT application.

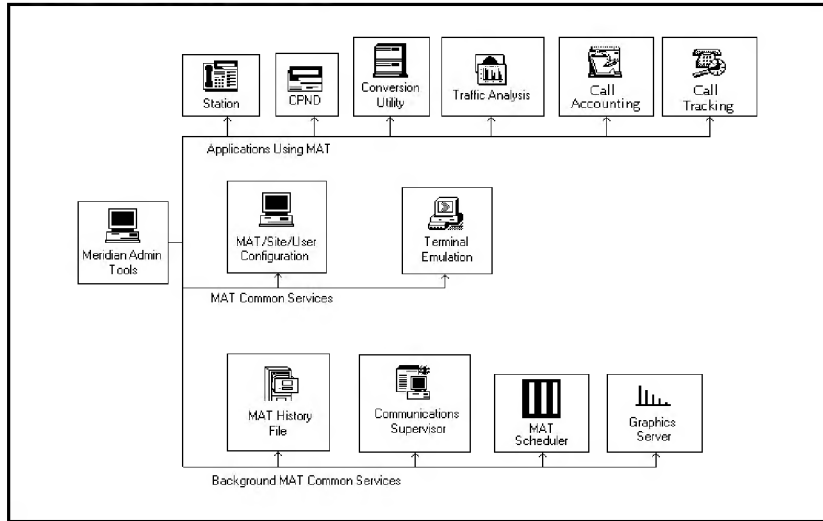
Overview

MAT Common Services provide for the following:

- installing MAT system common components and applications
- defining the MAT system configuration
- defining the MAT environment, including Meridian 1 sites and users
- using the MAT scheduler
- producing and interpreting the MAT history file
- using the terminal emulation interface
- using MAT communications services
- communicating between the MAT user and MAT applications

Figure 1 shows the components of the MAT system.

Figure 1
MAT system components



MAT users

The MAT system is designed for managers of telecommunications equipment and authorized Northern Telecom distributors. This guide is intended for users who have a working knowledge of Meridian 1 switches and general telecommunications concepts.

This guide assumes you are familiar with PC systems and the Microsoft Windows environment. You should be familiar with the Windows environment before attempting to use the MAT system.

There are two levels of access to the MAT system:

- *Administrator* access allows unrestricted use of the MAT system and its functions. The system administrator configures the MAT system, sets up the connections to the Meridian 1, and defines user access to MAT system modules.
- *User* access allows the user to examine data and produce reports.

Conventions used in this manual

This manual uses the following terms:

- *Computer system* refers to the hardware and software of an IBM-PC™ or 100% IBM compatible PC.
- *Disk* refers to a high capacity hard disk, required by the MAT system.
- *Windows* refers to Microsoft Windows™ version 3.1 or later.
- *DOS* and *MS-DOS* refer to Microsoft DOS™ version 5.0 or later.
- *Mouse* refers to any standard PC pointing device. Common mouse actions include *point*, *click*, and *double-click*.
- Standard Windows terminology includes *icon*, *window*, *dialog box* (*dialog* in this document), and *menu*.

This manual uses the following typographical conventions:

- Angle brackets denote a single keyboard key. For example, <Esc> denotes the Escape key, labeled Esc on PC keyboards. A series of angle brackets denote keyboard keys to use simultaneously. For example, <Ctrl><Alt> denotes the key sequence for rebooting a PC.
- **This font** is used to designate information you are to enter, buttons you are to click, or menu selections you are to choose.
- Hot keys—Menu commands are available using both the mouse and the keyboard. Menu items show one letter as underlined. To choose an item with the keyboard, press the <Alt> key and the underlined key at the same time. For example, the menu item Features can be chosen by <Alt>F.

System security

If the PC is left unattended and a Windows screen saver is invoked, MAT automatically logs out as a security mechanism. MAT will only detect Windows screen savers for logout. MAT will not log out when non-Windows screen savers (such as After Dark™) are invoked. Using password-protection with a non-Windows screen saver also provides system security.

Windows fundamentals

Microsoft Windows is a Graphical User Interface (GUI) that operates under DOS. It lets you view multiple applications at one time. An application appears in its own window, or as an icon that you open when you need it. Application windows often present subordinate windows to accomplish particular tasks. Most Windows operations are most efficiently performed with a mouse, although you can also use the keyboard. Only the mouse method is described here.

Using a mouse

You use the mouse to point to objects. By clicking one of the mouse buttons, you can select an object or initiate an action on the object. For example, by double-clicking on an application icon, you open the application's window.

The mouse cursor moves on the screen when you move the mouse on the desk. The pointer's shape indicates available actions:

- **Single arrow** is the normal pointer shape and lets you select and work with an object.
- **I-Beam** indicates you are in a text area, and lets you move the text cursor.
- **Double-pointed arrow** lets you move and resize windows by dragging the mouse.
- **Hour glass** indicates that the application is busy.

Most frequently used mouse actions include:

- **Point** at an object by moving the mouse until the pointer rests on the object.
- **Click** by pressing and releasing the left mouse button once. This selects the object, and it usually becomes highlighted. If an action requires that you click the right mouse button, the instructions are explicit: “Click the right button.”
- **Double click** by pressing and releasing the left mouse button twice in rapid succession. This typically accomplishes two actions, such as selecting and opening an application.
- **Drag** by holding down the left mouse button while you move the mouse. You can use drag to move or resize a selected object (such as a window). Release the mouse button to complete the action.

This document differentiates between mouse operations that initiate actions and those that merely point at (select) an item.

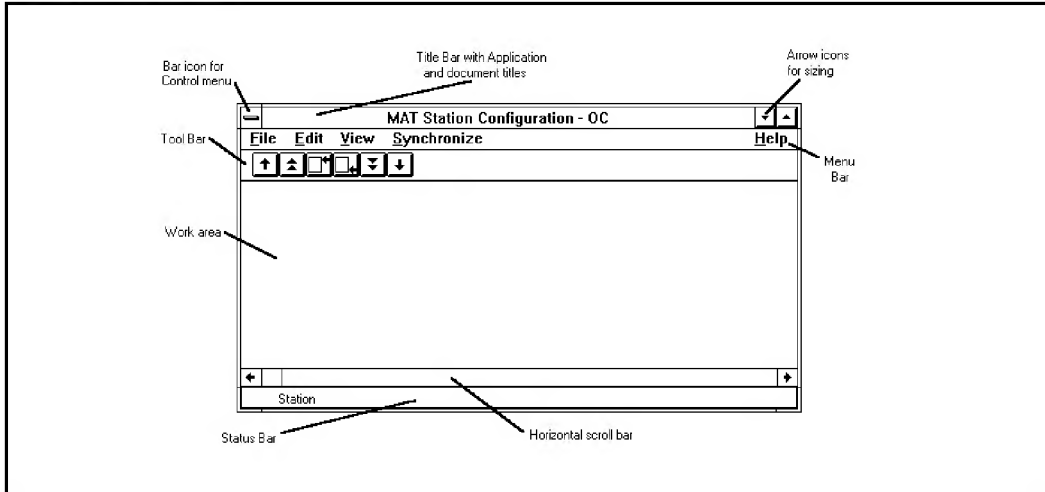
- **Select:** Point and click to select an item. Selection does not initiate action, merely selects the item (typically select an item in a list of items, or turn on an option for an action).
- **Choose:** Point and click to initiate an action, such as performing a menu function. If you need to select an item before you choose it, you can usually perform the action by double-clicking.

Using windows

Figure 2 shows the elements of a typical window. Definitions for each element in the window follow Figure 2.

- **Control Menu Icon**
Click on the top left corner of a window to open its control menu. Use selections in this menu to perform actions on the window itself. To close the entire window, double click on its control menu icon.
- **Title Bar**
Click and drag on the title bar to move the window to a new location on the desktop.

Figure 2
Typical window



— Arrow icons for sizing

Click on an arrow icon at the top right corner to instantly resize the window.

— Menu Bar

Click on a name in the menu bar to open its associated menu, and drag down to choose the desired menu selection.

— Work Area

Use this part of the window to perform application tasks.

— Scroll Bars

Use the scroll bars to browse information that extends beyond the edges of the window.



Click on these buttons to scroll up or down one line.



Click on these buttons scroll up or down one full window.



Click on these to go to the top or end of the file.

Drag the button within the scroll bar to move to the approximate position in the information.

Note: In certain applications, MAT does not use a vertical scroll bar to browse a list of records. Instead, you use scroll buttons in the tool bar.

— Tool Bar

Click on an icon in the tool bar to perform operations.

— Status Bar

Use the information in the status bar to review information about the current data and action being performed.

Manipulate a Window

It is possible that your desktop (the visible screen area) contains many open windows and documents. The window that is currently “on top” is said to have the focus. This window is indicated by a highlighting of the title bar. You can manipulate these windows directly by clicking the title bar or the sizing icon arrows, or you can use the Control menu. Control menu items may differ from application to application, but in general allow the following functions in all applications (and document windows and some dialogs). Activate the control menu by selecting the small bar icon in the upper left corner of the window.

If you are using the keyboard, you can cycle through active application windows with <Alt><Esc> or through active document windows with <Ctrl><Tab>. When the required window is selected use <Alt><Spacebar> to activate an application window control menu or <Alt><Hyphen> to activate a document window control menu.

Move a Window

You can use the mouse to move the window to a new position on the desktop. Drag the window title bar to the new position on the desktop.

Re-Size a Window

You can change the size and shape of the windows on your desktop using the mouse or the keyboard.

Iconize a Window

You can change a window on your desktop to an icon using the mouse or the keyboard.

Using the Mouse

Choose the minimize button (Down pointing triangular icon at the right end of the title bar of a window) to reduce the window to an icon.

Using the Keyboard

Choose Minimize from the control menu (use up down arrow keys to move highlight bar to Minimize or type the shortcut key N) to change window immediately to an icon.

Maximize a Window

You can make a window fill the entire screen area using the mouse or the keyboard. Note that an active full screen window covers all other windows. You can bring other open windows on top using the <Alt><Tab> to cycle through open windows to the desired window.

Using the Mouse

Drag the edge of a window to change the size in the direction of that edge. Drag a corner to change the size in two directions at once.

Using the Keyboard

Choose Size from the control menu (use up down arrow keys to move highlight bar to Size or type the shortcut key S) to change the pointer to a four-headed arrow, then use the arrow keys to move the pointer to the edge you want to move and press the appropriate arrow key to move an outline of that edge to the new position relative to the other edges. Press enter to complete the resizing of the window itself.

Selecting records

Data appearing in a MAT window's work area is a list of records from the MAT database. Each line represents one record. To select a single record, click to highlight it. To select multiple records, hold down the shift key as you click each record.

Editing information

To edit a selected record, use selections from the Edit menu. The standard Windows edit actions apply:

- **Undo XXXX**

This action reverses the previous action, represented here by XXXX. For example, if you had just deleted a record, this selection would read Undo Delete. If you use the **Undo** function, then redisplay the menu, the selection reads Undo Undo (to enable you to reverse the **Undo** operation).

- **Cut, Copy, and Paste**

Use **Cut** and **Copy** to place a copy of selected information in temporary storage (on the Windows Clipboard). Use **Cut** to delete the selected information from the window work area as well. (It is not deleted from the database until you save the file.) Use **Paste** to put information stored on the Clipboard into the window work area.

Menus

When you click on a name in the menu bar or click on the control menu icon, a list of selections opens. To choose a selection, drag down to highlight it. MAT uses the following Windows conventions:

- A series of dots ("..." an ellipsis) indicates that the item does not directly perform an action, but presents a dialog that further defines the action.
- A dimmed (lighter gray) item is not currently available for selection. (Perhaps you need to perform some other action first.)
- Some selections turn an option on and off. When the option is on, a check mark appears next to the selection.

- A key combination next to a selection indicates how to initiate the selection through the keyboard rather than through the menu.
- An arrowhead next to a selection indicates that a submenu appears when the selection is chosen.

Dialogs

Functions and Commands that require some modification and data input cause the display of data input windows called dialog boxes (dialogs in this document). The user can input data or modify the action according to certain conventions.

A dialog is a window that overlays the application window. It will always be on top, making the application window unavailable. However, other applications can be brought to the top with the <Alt><Tab> key combination. A dialog can be moved on the screen just like a regular application window, but it has a fixed size. Here are three box types you will commonly encounter:

Text Boxes

Boxes for text entry. Select the box to display a text cursor in the box where data can be entered and edited using normal keyboard editing keys. A text box can be associated with a list box that has a list of possible entries.

List boxes

A list of possible values for the field. If there are more items than can be displayed in the box, browse the whole list using a Windows vertical scroll bar. The currently selected item is indicated by a highlight bar. Select another item directly with a mouse click or move the highlight bar using the up/down arrow keys.

Drop down list boxes

A text box that can accept the value of the current selection in a list box that drops down when the field is selected.

There are various types of fields that define the interface used in dialogs. If the dialog has the focus, you can make a field or command current in one of the following ways (note that one of the fields is automatically selected when the dialog is invoked):

- Select a field directly with a mouse click.

- Select each field in turn with the Tab key.
- Select a field by holding down the <Ctl> key and pressing the underlined letter of the field name. (<Ctl>+underlined letter)

The following paragraphs describe the types of fields that can be used in dialogs.

Function Buttons

Labeled buttons that perform various functions. When a function button is the current field it has a highlighted outline. There are three common buttons used in the MAT application, **OK**, **Cancel** and **Help**.

OK

Choose the **OK** button with a mouse click, or the Enter key to attempt to perform the action that invoked the dialog with the data currently entered.

Cancel

Choose the **Cancel** button with a mouse click, or the Esc key to return to the previous window without performing the action that invoked the dialog.

Help

Choose the **Help** button with a mouse click, <Alt>H, or Tab the current field indicator to the button and hit Enter to display context sensitive help for the dialog.

Check boxes

Some dialogs include small, labeled boxes. These check boxes let you select an option by clicking on the box. An **X** appears in the box to indicate that the option is selected.

Buttons

Three commonly used buttons are **OK**, **Cancel** and **Help**. Click **OK** to proceed with the action using the current data. Click **Cancel** to close the dialog without performing the action. Click **Help** to display context-sensitive help for the dialog.

For complete information on how to use Windows, refer to your *Microsoft Windows User's Guide*.